



Administrative Aide
C.S. # 0171

The State Universities Civil Service System is searching for a full-time professional Administrative Aide position responsible for overseeing the general administrative and human resource functions for the agency. The applicant should have a general knowledge of business and fiscal operations and possess strong communication skills (speaking, and writing) to manage and coordinate the business operations for the agency and their governing board. This position is responsible for assisting with the management and development of the agency's budget, processing and payment of bills, the procurement process, basic human resource functions, and associated business operations for the agency. This position will provide direct support and assistance to the Executive Director, agency Legal Counsel, and the agency governing board. This position will serve as the agency coordinator for payroll, group insurance, inventory, procurement, and telecommunications.

Qualifications

This is a civil service position subject to standardized employment protocols, including a structured credentials assessment and evaluation. Please see the attached link for specific breakdown of the minimum acceptable qualifications. Generally, applicants must have a combined five (5) years of college course work in business, finance, accounting or a related field, and/or progressively more responsible professional, managerial and supervisory experience in areas such as supervising staff or job function, organizing and coordinating office operations, and performing duties that lead to knowledge of generally accepted office management principles. A degree or other formal credentials in a related field is desired.

The classification specification, minimum acceptable qualifications (MAQ's), and knowledge, skills, and abilities (KSA's) can be found at <http://www.sucss.illinois.gov/documents/ClassSpecs/spec0058.pdf>. ***Please ensure that all of the credentials referenced in the classification specification (MAQ's) are captured in the submitted application materials.***

Salary

Salary will be commensurate with education level and experience.

Closing Date

For full consideration, application materials should be sent by March 16, 2016.

Application

Interested applicants should submit a cover letter and resume, which should include a detailed work history, educational background, and at least three references. Veterans should submit a copy of a DD-214/DD215 (Department of Defense), NGB Form 22 (National Guard), or DD256 Discharge Certificate (Reserves) for additional consideration. All application materials should be sent to:

State Universities Civil Service System
1717 Philo Road, Suite 24
Urbana, IL 61802
or

Via e-mail as a Word attachment to jobposting@sucss.illinois.gov

All information submitted will be thoroughly evaluated and verified. Copies of transcripts, certifications, licenses and/or Military Documentation will also be required.

The State Universities Civil Service System is an Affirmative Action/Equal Opportunity Employer.